CourtNet – Search Options

TITLE SCREEN – PP slide CourtNet Search Options

> **V.O. Narrator:** *"CourtNet is designed to provide easy access to civil and criminal cases in the KY court system. In this video, we will explore four different search options and keys to success in narrowing searches to yield specific results."*

TITLE SCREEN – Screen shot – Search Options

> **V.O. Narrator:** *"The default option for searches will always be Search by Party."*
> *You should use this search when looking for a specific party to a case. Other identifiers such as; birth date, drivers' licenses number, and social security number will significantly aid in returning better qualifying matching records. Always remember, the more information used to define your search, the better your search results will be in meeting your expectations.*
>
> *Let's start by selecting Party Type from the drop down menu.   Primary is the Party Type default option, which is typically the plaintiff or defendant. Additional options are available depending on the user access level.*
>
> *Next, choose the Case Type. The default option for Case Type is All. If you are looking for specific case type, additional options are available depending on your access level.*
>
> *Next, choose the county from the drop-down list. Statewide is the default County option.*
>
> *You will need an individual's first and last name to conduct a search. Keep in mind, you can execute a search with a last name only, but you must specify a county to do so.*
>
> *Although a birth date, driver's licenses number, and social security number are not required to perform searches, these identifiers will aid in narrowing your search results.*
>
> *Event Range can be left blank, or choose from the options, which again, will narrow the results.*
>
> *Checking Active Cases Only will exclude inactive cases associated with the party, leaving the user with only active cases.*

Click the Search button to execute the search, and Clear Fields will clear all fields on the screen."

TITLE SCREEN – Search by Case

V.O. Narrator: *"You can also search by Case if you have the case number and the County of origin. You must have both pieces of information to execute this search."*

TITLE SCREEN – Search by Citation

V.O. Narrator: *"Searching by Citation, like search by case, requires specific data before a search can be executed." To find a specific citation you will need the year the citation was written, the control number and type. For reference, a sample citation image is available by clicking the view sample citation link."*

Pull up case # 09T00525 Larry Ballard.

TITLE SCREEN – Search by Business

V.O. Narrator: *"When searching by Business, you will need the business name and county of origin. Search by Business is not an exact search as business name is not tracked separately from party name. This search logic uses "starts with" in identifying matches. (For example, entering Bank in the search will return Bank of Lexington, Bank of America, etc.)"*

TITLE SCREEN – PP slide additional videos

V.O. Narrator: *"CourtNet Search options provide an effective way to search for case information quickly and easily.*

Additional videos are available for your review regarding search results, additional features and an overview."

TITLE SCREEN – PP slide with questions/contact information

V.O. Narrator: *"For CourtNet Product & Account Information, contact the AOC Service Desk at 800-860-4262 or [CourtNetHelp@kycourts.net.](mailto:CourtNetHelp@kycourts.net)*

If you have forgotten your KBA Password, visit www.kybar.org and click on Password Reminder.

Direct all other questions about your CourtNet login to the Kentucky Bar Association at 502-564-3795 x249 or cjones@kybar.org."